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**ROUTING AND RECORD SHEET**

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:				NO.	
Director of Training - 1024 I Bldg.				DATE	
TO	ROOM NO	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Security Office Attn: [redacted]	2060 I 1050		24 Apr april 53	J.P.	#1 - 1 copy to be retained by you. Another copy will be sent to you upon complete concurrence.
2. General Counsel	317-A South	27 Apr		J.W.	#2 - 1 copy to be retained by you. Another copy will be sent to you upon complete concurrence.
3. Comptroller tn: Dept. Compt.	209 Central				#3 - Please send original completely concurred copy to #4. 6 copies to be retained by you.
4. BFO/OTR	1313 I				
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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X. These procedures will be amended and supplemented, upon approval and concurrence of appropriate officials at headquarters, to meet changing operational and administrative developments as they occur.

CONCURRENCE:

\_\_\_\_\_  
OFFICE OF THE COMPTROLLER

\_\_\_\_\_  
INSPECTION & SECURITY OFFICE

\_\_\_\_\_  
GENERAL COUNSEL

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Exhibit C.

27 August 1952

MEMORANDUM FOR: Deputy Director, Training (Special)

SUBJECT:

25X

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1. Reference is made to your memorandum of 5 August 1952, wherein you propose that the  Finance Officer would assume responsibility for the subject account and that advances to the account be accounted for through Account No. 320 instead of 324.

2. The proposed procedure outlined in your memorandum is satisfactory with this office with the exception of the recording to General Ledger Account 320 in lieu of 324. Advances for the account should be recorded in Account 324.

3. The separate recording in Account 324 is a minor variation in the proposal and in no way alters the basic concept that the Finance Officer will be responsible for maintaining complete records on these advances and for obtaining and transmitting accountings from other government agencies to this office.

/S/

Acting Chief, Finance Division

25X

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Exhibit E.

CHART OF ACCOUNTS

10 CASH

- 11 Cash on Hand
- 12 Cash in Bank
- 13 Cash on Deposit

25X

20 OUTSTANDING ADVANCES

- 21 Employee Advances
- 22 Imprest Advances
- 23 Telephone Advances

50 EXPENSES

- 52 Expenses 1952
- 53 Expenses 1953

60 MISCELLANEOUS RECEIPTS

- 62 Transportation
- 63 Lost Property
- 64 Terminal Leave Repayments
- 65 Damaged Property

90 ACCOUNTABILITY

- 91 Station Funds

X1

X1

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Exhibit F

1.1-12

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## BANK RECONCILIATION STATEMENT

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Balance per Bank Statement \_\_\_\_\_ \$ \_\_\_\_\_  
(Date)

Add: Deposits not recorded by Bank \_\_\_\_\_

Sub-total \$ \_\_\_\_\_

Less: Checks outstanding (see itemization) \_\_\_\_\_

Sub-total \$ \_\_\_\_\_

Other adjustments: (See REMARKS) \_\_\_\_\_

Balance per Voucher Register \_\_\_\_\_ \$ \_\_\_\_\_  
(Date and Vo. No.)

## REMARKS:

Reconciled by: \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Date)

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